

MECKLENBURG COUNTY
Park and Recreation Department (MCPRD)
20__ Athletic Field Reservation Request Form

For tournaments or special event involving 200 participants or more,
please submit a "**Special Event Application**" instead of this form.

STAFF USE ONLY

REQUEST RCVD DATE		E-MAILED		USER STATUS	CONTRACTUAL, HISTORICAL
CONTRACT #		STAFF		IN GOOD STANDING WITH FEES?	

Field reservations must be made a minimum of two (2) business days in advance. All fees must be paid when availability is confirmed to guarantee your field. There are **NO** refunds for field rentals. Rainouts will be rescheduled or credited toward a future reservation. Organization/Team agrees to comply with the MCPRD Athletic Field Reservation Policy. (Copy Attached) Please call **704-336-5800 in case of inclement weather**. All groups providing leagues, tournaments or special events must provide liability insurance coverage (See "**Insurance Requirements**" document for details).

Use **Tab** button to move from field to field on this form.

Organization/Team Name:				Use - Game/ Practice/ Other:			
<input type="checkbox"/> Youth Program/Event		<input type="checkbox"/> Adult Program/Event		# of Participants:		# of Coaches:	
Contact Person:				Email:			
Mailing Address:							
City:				State:		Zip:	
Work #:		Home#:		Cell#:		Fax#:	
Second Contact:				Email:			
Work#:		Home#:		Cell#:		Fax#:	

Reservation Specifics

- See "**Field Summary Chart**" document for available facilities, fees and amenities.
- If you have weekday and weekend request with different start / finish times, use separate lines below.
- Please note dates to eliminate in your range of dates i.e. holidays

Park	Field Type	Dimensions needed	Field #	Day(s)	Start Date	End Date	Start Time	Finish Time	Lights	Field Prep
									<input type="checkbox"/>	<input type="checkbox"/>
									<input type="checkbox"/>	<input type="checkbox"/>
									<input type="checkbox"/>	<input type="checkbox"/>
									<input type="checkbox"/>	<input type="checkbox"/>
									<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Please send completed reservation form to Recreation Coordinator/Supervisor-

If you have any additional questions, please call **704-392-3817**.

MCPRD Athletic Field Reservation Authorization & Compliance Statement

I, as a representative of _____ (Print Organization or Team Name) am authorized to reserve athletic fields. I have read and understand the MCPRD Athletic Field Reservation Policy and agree to comply with all applicable requirements of the policy as they relate to _____ (Organization or Team Name) reservation (s).

Print Name: _____ Date: _____

Sign Name: _____

Credit Card Authorization Statement

I understand that Mecklenburg County Park and Recreation Department has the ability to retain my credit card (s) information on file and charge payments to my card (s) for athletic facility reservations.

I hereby authorize Mecklenburg County to charge my credit card (s) for an athletic facility rental payment (s) when due and provide me a receipt for all charges.

Print Name: _____ Date: _____

Signature: _____ Date: _____